



City of Los Altos
Job Description – Construction Inspector
LAMEA
FINAL- 11/7/19
Non-exempt

Definition:

Under general supervision, performs physical on-site observation, inspection, and documentation of public works and public right of way construction projects to ensure safety and compliance with codes and regulations, specifications and plans, and public policy and program requirements. Investigates and responds to complaints and enforces municipal code provisions. This position requires a broad knowledge of civil engineering and the ability to learn and apply technical knowledge to all phases of public work projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews and comprehends plans and drawings for such public works projects as sewers, storm drains, curbs and gutters, street pavements and small buildings
- Confers with contractors, subdivision developers and engineers regarding the installation and inspection of public works facilities
- Inspects the installation of curbs, gutters, sidewalks, ADA ramps, streets pavements, sewers and storm drains for type and quality of materials, line and grade, compaction of basement soils, placement of paving and oils, concrete finish, etc.
- Inspects the placement of underground conduits and utilities
- Inspects the construction of public works capital improvement projects to ensure compliance with plans, specifications and applicable codes
- Reviews drawings, specifications and materials samples
- Schedules gas, electric and water installations in new public works buildings
- Inspects work performed by utility companies for trench backfilling and surface restoration
- Records all changes and modifications to plans and specifications
- Maintains progress records for reports and payments
- Confers with private citizens and contractors regarding complaints and inspection activities

MINIMUM POSITION REQUIREMENTS:

KNOWLEDGE OF: The nomenclature, symbols, methods, practices, techniques and instruments used in engineering and public works construction; construction inspection techniques and methods; materials and equipment used in public works maintenance and construction activities; methods of repairing and maintaining asphalt, concrete and other materials found in the public right of way; safety standards and practices; mathematical principles includes geometry and algebra; applicable federal, state, and

local laws, codes and regulations; storm water construction site inspections and best management practices; effective customer service techniques.

ABILITY TO: Inspect street, ADA ramps, water, sewer and related public works construction projects and private development work in the public right of way to determine compliance with approved specifications and plans; issuance of encroachment permits; interpreting laws, rules and regulations; making accurate mathematical computations; following oral and written directions; preparing clear and accurate notes and reports; establishing and maintaining cooperative working relationships with private contractors, engineers, and the general public; using a personal computer and applicable software applications.

EXPERIENCE AND EDUCATION: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- High School Diploma or G.E.D. Equivalent required
- Two years of broad and varied experience in construction inspection activities. An Associate degree in engineering or construction management may be substituted for the required two years of experience
- Prior experience in a public agency is preferred
- Must possess a valid California driver's license and have a satisfactory driving record

IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS: Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude. Communicates effectively and proactively both verbally and in writing. Enjoys working in a small-town atmosphere with an engaged public, including merchants, property owners and residents.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, crawl, twist, climb and lift 75 pounds; exposure to cold, heat, extreme noise, outdoors, confining work spaces, electrical hazards, vibration, dust, mechanical hazards, and explosive materials. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.